

Chapter 4

Division Ammunition Office and Ammunition Transfer Point

This chapter discusses the responsibilities, functions, and operations of the DAO and ATP sections within the division. It also covers the activities within division and corps structures that have staff and management responsibilities for munitions operations and planning during peacetime and contingency operations.

DIVISION AMMUNITION OFFICE

4-1. The Class V supply section of the DMMC is commonly referred to as the DAO. This section manages munitions for the division, provides staff supervision to division/brigade ATPs, and provides technical assistance and advice on munitions management to divisional units. Also, this section maintains records of munitions allocations, receipts, and expenditures for divisional units.

4-2. The DAO has administrative, operations, inspection, and ATP elements. Routine munitions duties and responsibilities may differ from one division to the next.

OFFICE ELEMENT

4-3. Within the Class V section, the DAO is the principal munitions staff officer for the division. The DAO assists the DISCOM commander in all matters pertaining to division munitions support and represents the DISCOM commander on matters concerning munitions requirements and availability. The DAO also maintains direct liaison with the division G3/G4 within limits defined by the DISCOM commander or DMMC chief. Other DAO responsibilities are as follows:

- Coordinates and controls use of Class V supplies.
- Monitors RSRs from tactical commanders for the G3.
- Monitors CSRs for the G4.
- Maintains munitions allocations for the division and approves munitions requests for users.
- Provides staff supervision for ATP operations.
- Maintains liaison with supporting CSAs and ASPs and the COSCOM MMC and MCC.

4-4. The senior munitions NCO is the principal enlisted assistant to the DAO and supervises all enlisted personnel assigned to the Class V section. Other responsibilities of the senior munitions NCO are as follows:

- Conducts on-the-job training to ensure proficiency and cross-training of enlisted personnel.
- Supervises preparation of all correspondence, plans, and reports and edits these documents prior to dispatch.

- Supervises maintenance of forms, files, and records.
- Serves as custodian for all classified documents.
- Ensures proper maintenance of all Class V section authorized equipment and vehicles.

OPERATIONS ELEMENT

4-5. The operations element provides technical advice and assistance on munitions supply, transportation, handling, and storage. The section supervisor is an ammunition warrant officer who provides the DAO with the current division munitions supply status. Ammunition supply sergeants perform stock visibility and clerical duties. Other responsibilities are as follows:

- Maintains stock visibility and supporting documentation and ensures availability of current information.
- Assists units in preparing munitions forecasts.
- Assists units on the storage, maintenance, and handling of ABLs.
- Reviews and updates basic load authorizations.
- Processes DA Forms 581, verifies unit forecasts, and monitors using unit submissions of DA Form 1687.

INSPECTION ELEMENT

4-6. Munitions inspection NCOs make up the DAO inspection element. This element advises on the safety, serviceability, maintenance, and security of all munitions assets in the division. It also evaluates division use of munitions storage and safety procedures in garrison and in the field and recommends improvements to these procedures. Other responsibilities of the inspection element are as follows:

- Inspects unit ABL and ammunition holding areas and ensures that units follow regulations and safety procedures.
- Observes and assists in investigations on munitions malfunctions.
- Coordinates with EOD teams.
- Maintains records and reports of munitions inspections.
- Monitors munitions suspension notices.
- Maintains specifications on packaging and storing of munitions.
- Uses applicable munitions load drawings to monitor and ensure proper and safe loading relative to munitions movement.

ATP ELEMENT

4-7. NCOs assigned to the ATP element of the DAO provide staff supervision of the forward ATPs. The DAO may also have representatives at the supporting CSAs and ASPs if enough personnel are assigned. Responsibilities of the ATP element include the following:

- Provide technical assistance, coordination, and advice to ensure munitions transfer operations at the ATP are conducted properly and efficiently.
- Monitor munitions flow into and out of the ATP.

- Authenticate DA Form 581 and ensure each request is within the CSR.
- Ensure only authorized personnel receive munitions based on the unit DA Form 1687.
- Keep the DAO informed through daily reports and ensure ATP operations comply with division SOPs.
- Assist the ATP NCOIC with selection of adequate ATP sites.
- Verify contents of corps resupply vehicles.
- Establish primary and backup communications with the DAO, the supporting ASA, and other agencies (i.e., FSB support operations offices and the brigade S4).
- Coordinate with the brigade S4 and FSB support operations office to schedule using unit resupply.
- Coordinate with operations element for backhaul of corps transportation assets.

AMMUNITION TRANSFER POINT

4-8. The ATP section of the FSB/CSB supply company operates the forward ATPs. The supporting DS ordnance company or modular platoon ATP section operates the rear ATP. Since the munitions support mission is such a critical one, the ATP section performs *only* munitions transfer operations. It is neither equipped nor staffed to perform other supply-related functions. The ATP section is primarily responsible for conducting munitions operations and maintaining stock status records of munitions.

4-9. Munitions operations include the transloading of munitions from corps trailers to user resupply vehicles under all environmental and threat conditions, receiving unit turn-ins, performing emergency destruction of munitions, and conducting relocations. This section is also responsible for the following:

- Controlling the flow of vehicles within the ATP to avoid congestion and to ease munitions handling operations.
- Consolidating trailers with less-than-trailer loads to economize resupply.
- Releasing transportation assets for backhaul.
- Defending the ATP from enemy threats.

4-10. To maintain visibility of munitions, the ATP section keeps type and quantity records of the balances of the munitions within the ATP. Paperwork and reports relative to munitions received from corps or users is passed along to the DAO representative as well as reports on damaged munitions.

ORGANIZATION

4-11. The ATP section is comprised of the section chief (an NCO) and section members. The section chief supervises operations under the staff supervision of the DAO. The number of personnel assigned to the ATP depends on the unit TOE authorization.

ATP Section Chief

4-12. Section chief/NCOIC responsibilities include planning and organizing ATP operations, supervising ATP section members, and developing the operations SOP. Other responsibilities of the section chief are as follows:

- Ensures all operations are conducted safely with consideration for operational hazards (i.e., fire protection).
- Disperses vehicles and conducts vehicle inspections.
- Signs and processes shipping documents, including DD Form 1348-1A.
- Ensures safe munitions handling.
- Manages ATP cover, concealment, and security.
- Maintains stock status records of munitions at the ATP.
- Ensures proper and continuous operator maintenance is performed on all section equipment, such as MHE, trucks, and radios.
- Establishes work schedules.

Because the ATP section operates independently in a support area, the NCOIC must keep the DAO representative informed of problems or added support requirements, such as personnel, MHE, security, or transportation assets.

Section Members

4-13. Section members have both munitions-specific duties and field operations responsibilities. Their responsibilities are as follows:

- Ensure safe handling of munitions within the ATP.
- Operate rough terrain forklifts used to transfer munitions from corps to user resupply vehicles.
- Perform preventive maintenance on assigned equipment.
- Reposition trailers to enhance operations.
- Maintain cover and concealment of the operations area.
- Assist with ATP security.

MUNITIONS-RELATED FUNCTIONS

4-14. Within the division, there are other organizations with functions critical to the division's ammunition support. Discussed below are the munitions-related functions of the maneuver battalion and brigade operations and training staffs and logistical staffs, the DISCOM, support battalions, and the general staff.

MANEUVER BATTALIONS/BRIGADES (S3)

4-15. Based on anticipated tactical operations, the S3 of each maneuver battalion determines munitions requirements and submits them to the brigade S3. The brigade S3 determines the consolidated munitions requirements for the brigade from the battalions' input and from knowledge of planned tactical operations. (The exception is artillery units whose requirements are determined through the DIVARTY.) The brigade's consolidated requirements are added to the requirements of divisions and

nondivisional elements that are supporting the brigade. The total requirement is submitted to the division G3. The other important task of the maneuver brigade S3 is to select the location of the BSA.

MANEUVER BATTALIONS/BRIGADES (S4)

4-16. The S4 of each maneuver battalion requisitions munitions based on consolidated company requirements needed to support brigade operations. Munitions requests are submitted to the brigade S4 along with on-hand quantities, critical shortages, and forecasted changes in requirements. The brigade S4 consolidates the requests, coordinates with the FSB support operations officer to establish unit issue schedules, and provides the DAO with a unit issue priority list and consolidated unit requirements. Finally, the brigade S4 provides the battalion S4s with their allocations of the brigade CSR and advises the DAO to ensure that units do not exceed authorizations.

DIVISION SUPPORT COMMAND

4-17. The DISCOM provides logistical support to the division through organic support battalions and supports the maneuver brigades through the FSB. The MSB provides support to the division rear elements. More detailed information on DISCOM functions can be found in FMs 63-2 and 63-2-1.

4-18. Key staffs in the DISCOM are the S2/3 and the DMMC. With input from the DAO, the S2/3 prepares OPORDs and annexes for CSS and coordinates DISCOM assets needed to support the ATPs (i.e., MHE, personnel, DISCOM and corps transportation). The S2/3 also coordinates with the DAO on chemical munitions operations, distribution, and accountability control. When the division operates a series of base camps, consideration will be given to augmenting the DISCOM staff with a cell of QASAS/qualified military inspectors to provide explosives safety and ammunition technical services to the division.

4-19. The S2/3 exercises division-level movement control through the MCO, an agent of the DISCOM commander who controls the use of motor transport assets for division CSS operations. Users forward their transportation requirements to the MCO. The MCO tasks the TMT company of the MSB and/or equivalent organizations, coordinates with the DMMC to ensure that supply movement priorities are met, and passes transportation requirements that exceed division capability to the DTO for further coordination and action.

4-20. Through the support operations branch, the S2/3 ensures that division support operations are conducted efficiently. This branch directs CSS elements of the division, ensures that SOPs governing CSS operations are prepared and followed, and prepares appropriate CSS directives and OPORDs for DISCOM internal operating elements (i.e., the FSB, MSB, and DMMC).

4-21. The DMMC manages supplies for the DISCOM. It determines division requirements and maintains supply records. It also directs the receipt, temporary storage, issue, and distribution of supplies and equipment, and provides command and control over the Class V supply section.

SUPPORT BATTALIONS

4-22. The ATPs are organic assets of the supply company in the FSB. Each FSB is in direct support of a maneuver brigade. The TMT company of the MSB distributes supplies to the FSB. Also, the TMT company can provide emergency munitions line-haul to augment corps transportation.

DIVISION GENERAL STAFF (G3 AND G4)

4-23. The G3 establishes the division RSR (based on consolidated RSR information from the brigades and anticipated combat requirements) after consulting with the DAO, DISCOM commander, G4, and other staff members. The division RSR is then submitted to the corps or equivalent organization for further planning and action.

4-24. It is important that the G3 keep the DAO informed of tactical situations that may impact on munitions operations. Such information may include the current and projected divisional tactical situation, weather, terrain, potential problem areas, MOPP levels, and munitions requirements other than those provided by the brigades.

4-25. The G3 manages emergency munitions resupply and determines priorities, needs, and (with the DAO) methods for performing emergency resupply operations. The G3 also coordinates with the DISCOM commander and G4 to determine the location of the DSA.

4-26. Based on the CSR received from higher headquarters (i.e., corps or theater), the G3 sub-allocates the division CSR. The CSR is published either in OPORDs, fire support annexes, or similar documents for the combat units.

4-27. The G4 also provides planning for division movement support through staff supervision of the DTO. The DTO serves as the communications link for transportation between the division and the corps and requests corps transportation support from the MCA. Further, the DTO provides DISCOM MCO guidance and assistance on division movement priorities, unit movements, movement requests, and MSR use and validates airlift requests for CSS operations.

ECHELONS ABOVE DIVISION

4-28. As directed by the COSCOM, the CSA and ASP support the ATP. These storage areas are corps assets assigned to COSCOM ordnance battalions/corps support battalions, companies, or platoons. They support the ATPs by preparing and shipping munitions in MCLs or single DODIC loads. When workload allows, and the DAO has provided the required information, the CSAs and ASPs may prepare preloaded ATP trailers and hold them until needed for resupply. These prepared trailers can be used either for emergency resupply or as part of the normal push to the ATP. CSAs and ASPs also issue munitions to units operating in their areas.

4-29. Higher level MMCs provide commodity management and inventory visibility control of munitions. The CMMC manages munitions at the corps level only and interfaces with the operational level MMC. The operational level MMC manages assets for the entire theater and is the primary interface between the theater and the NICP, DLA, and USAMC.

DAO AND ATP OPERATIONS

4-30. Munitions support to the division involves two basic functions. The first is planning and the second is execution. Both are accomplished by the DAO's Class V supply section and the supply company's ATP section.

4-31. The Class V supply section's planning function focuses on how to logistically support the commander's tactical plan so that the right munitions are available at the right place and time. The section's execution function is to monitor the distribution and flow of munitions during battle.

4-32. The ATP planning function is to coordinate resupply of combat units with the arrival of incoming munitions shipments. Its primary execution function is the transloading of munitions to combat units.

4-33. How well these sections perform their functions directly affects the quality of munitions support to the division. All operations involve close coordination between the two sections.

DAO OPERATIONS

4-34. The Class V supply section supervises the ATP staff and manages munitions. The DAO determines the amount of munitions needed to support the division based on the tactical plan and established CSR. Also, the DAO decides how to distribute munitions available in the ATPs to best support users. The DAO coordinates with the supporting CMMC and CSAs and ASPs for resupply and continually monitors tactical requirements to modify resupply requirements. Planning will address the types and quantities of munitions required and identify the ATPs to which the munitions will be delivered. Some of the more important responsibilities of the DAO are discussed below.

SOPs and OPLANs

4-35. The DAO publishes SOPs and develops portions of OPLANs to ensure plans and procedures that adequately support the tactical forces are established within the division. Before implementing SOPs and OPLANs, they must be carefully coordinated with the support battalion.

4-36. The DAO determines and publishes the support plan for each ATP so that all supported units know the identity and location of their supporting ATPs. The DAO provides the G3 with ATP information to be covered in OPLANs and OPORDs, including DAO, storage area, ATP, and CSA locations.

Division Resupply Requirements

4-37. Anticipated tactical operations drive division resupply requirements. The DAO estimates these requirements using information from the automated OPLOG Planner, input from the brigades, and knowledge of the force to be supported. Either the brigade S3 provides weapon status information, or it is obtained from the weapon systems status report submitted through logistics channels (S4/G4). This report gives the current status of on-hand weapon systems in the maneuver battalion.

4-38. SIDPERS reports provide current personnel data when troop strength is the basis for munitions allocations (as is the case with hand grenades, flares, simulators, and so forth). The DAO uses historical data for the particular force/scenario or planning rates in the OPLOG Planner when anticipating combat losses.

4-39. Added planning and coordination are required to support nondivisional and corps slice elements (i.e., an artillery battalion supporting a maneuver brigade). The overall division munitions planning process must include organizations, or portions of organizations, that normally support the division. The DAO will maintain close coordination with the operational and logistical staff elements of these nondivisional elements. Such coordination enables the munitions planner to anticipate requirements.

4-40. In coordination with the G4 and the CMMC and based on proposed MCL configurations submitted by the maneuver brigade S4, the DAO computes the numbers and types of MCLs required to support the division. MCLs are preplanned packages of munitions that consist of items needed to support a particular type unit or weapon system. The MCL concept differs from previous resupply concepts. With this concept, the ATP supplies a fully functional package loaded on flatrack(s), instead of multiple single DODIC platforms located throughout the ATP.

4-41. The CMMC consolidates data from all assigned divisions and nondivisional elements as appropriate (such as corps artillery) and completes composition of the MCLs. The DAO translates the user munitions allocation, which is based on CSRs, into MCL packages and submits these requirements to the CMMC. With knowledge of how much of what MCL is required at each ATP, the CMMC can continue to push munitions if communications systems fail.

Division Munitions Status

4-42. The DAO monitors the division ATPs to determine the availability of all types of munitions. Also, the DAO checks on the ETA of incoming shipments and notifies DAO representatives and support operations sections of the support battalions. The DAO locates representatives at the ATPs or on MSRs to coordinate and control munitions flow and to direct redistribution of munitions in the ATPs to support combat units more effectively. In peacetime, the DAO monitors all ABL and operational or contingency stocks to ensure availability and serviceability.

EMERGENCY REQUESTS

4-43. Under the push system, munitions are specifically requested only in emergencies. Preplanned munitions continue to flow until the MCLs are changed either in type or quantity to be delivered. A munitions shipment is said to be “throughput” when it bypasses one or more nodes; it is used to improve efficiency in the distribution process when emergency requirements dictate.

4-44. Emergency throughput involves corps transportation assets historically not employed near the front lines. For this reason, the corps G3 makes the

decision to conduct the operation, based on the requirement and the recommendation of the DAO.

4-45. Several methods may be used for throughput of emergency requirements. Whichever the method, it is essential that close coordination and communications be maintained among the users, the DAO, the G4, and transportation units. The division SOP is the appropriate medium for specifying requirements and procedures to be followed.

4-46. Combat units pass emergency requirements for munitions through G3/S3 channels to the DAO as quickly as possible. The DAO selects the fastest method of responding to the requirement, based on its priority as determined by the G3. Possible solutions include diverting inbound shipments from ATPs that are supporting units with less need, using aerial resupply, using throughput procedures previously described, or using a combination of these. The DAO implements emergency resupply solutions and monitors the action to ensure effective and efficient resupply.

Chemical Munitions

4-47. Chemical munitions do not remain in an ATP for long periods of time. Based on a materiel release order from the CMMC, they are pushed forward to the ATP and then issued directly to the using unit. Chemical munitions require chain of custody documentation using DD Form 1911. The ATP may receive chemical munitions from either the CSA or ASP. The ATP assumes custody and coordinates security until the munitions are issued. Also, the ATP may serve as a transfer point for retrograded chemical munitions. The DAO and ATP representative closely monitor receipt of chemical munitions and ensure that units are notified to expedite issue and limit ATP handling time. Specific controls for chemical munitions are covered in AR 50-6.

Records and Reports

4-48. Although the amount of detail may be reduced, combat operations or SASO do not eliminate the need for keeping records and preparing reports. The division must still be able to track its munitions status to be an effective combat force. The DAO must keep records for each ATP of the on-hand status, munitions issues, munitions requirements (to help establish usage data), requirements documents, and authorized expenditure rates (CSR/RSR).

Authorized Rates

4-49. No prescribed format exists for transmitting RSRs or CSRs, but it is imperative that they are transmitted through both operational and logistical channels (i.e., OPLANs, OPORDs). The DAO receives CSRs from the G4. The DAO representative at each ATP must ensure that units do not exceed their CSRs by maintaining authorization information for each supported unit, including divisional and supporting corps-slice elements. When the DAO representative authenticates a user's munitions requirement document, the unit authorization is reviewed. Any previous issues are subtracted to determine the quantity of munitions the unit is authorized. The S4 of the supported brigade will provide CSR data for each unit the ATP supports.

4-50. To monitor CSRs, the DAO can use either SAAS-DAO/SAAS-ATP or a manual system consisting of stock record decks. If a manual system is used, it will allow the user to maintain visibility of all assets, process documents quickly, and prepare status reports easily.

Document Flow

4-51. Even with emerging automated procedures, the Class V supply section and ATP should keep some manual forms and process some documents to maintain good munitions control. The following section discusses some of the important documents that the DAO and ATP NCOIC are likely to encounter. Detailed documentation processing is discussed elsewhere in this manual.

4-52. **Shipping documentation.** Corps storage areas ship munitions to the ATP using DD Form 1348-1A, DD Form 1384, and if necessary, a DD Form 1911 for chemical munitions. The transportation system uses DD Form 1384 to control the shipment throughout the shipping process. This form includes information basic to shipping and transportation activities (i.e., type of shipment, mode of shipment, special handling information, required delivery date, lot number, number of items, weight and volume of items and total shipment).

4-53. The ATP NCO verifies the actual shipment against these documents to ensure that the correct items and quantities have been shipped and makes corrections, if needed. The documents are then signed and returned to the Class V supply section for processing. Stock records at the ATP are posted using either SAAS-ATP or manual records.

4-54. The REPSHIP is another document used for shipping. The REPSHIP alerts the receiver (i.e., DAO or ATP) to a pending shipment and provides the ETA, a listing of items and quantities shipped, and special instructions for transportation agencies and receiver. The ATP either uses the REPSHIP to plan for receipt of the shipment or arranges to meet the convoy in case the ATP has to relocate while the convoy is en route. Although the DD Form 1348-1A may be used as a REPSHIP, no standard form or format is prescribed. The theater may direct the use of the most suitable format. Any available media may be used to transmit REPSHIP data.

4-55. **Issue and transload documentation.** The main document needed to perform munitions issue or transload operations is DA Form 581. The S4 of the using unit requests issue of munitions on the DA Form 581 within the authorized quantities (CSR) provided by the brigade S4. Before releasing the unit to transload, the DAO representative at the ATP verifies that the request is within the unit CSR and that the ATP has the required amount. If either the CSR or the ATP quantity will be exceeded, the DA Form 581 must be amended. The DAO representative also checks the DA Form 1687 to ensure that the unit representative is authorized to draw munitions.

4-56. Once munitions are transloaded, the ATP representative verifies the load with the unit representative to ensure the unit gets the right type and amount of munitions. This procedure also helps to maintain munitions visibility. When the unit departs, the DAO representative posts the issue to his control records and reports the transaction to the DAO through the DTR.

4-57. **Daily transaction reports.** The DAO updates and verifies records using DTRs submitted by the ATP representatives. The DTRs will be limited to pertinent munitions information and problems/anticipated operations that would affect the flow of munitions. A short SITREP should accompany the DTR. The report period depends on the situation, command procedures, and common sense. However, twice daily reports should be considered reasonable.

4-58. The DAO also uses the DTRs to compare balances with estimated requirements and submits a consolidated balance report to the CMMC IAW the SOP. Any serious or important information may be included with the balance report.

4-59. **Munitions status report.** The division will develop a simple and standardized AMSTAT to report its munitions status to higher headquarters. The DAO provides consolidated information from the ATPs via the DTRs and adds any pertinent information. Various formats may be used based on the report's intended purpose. The AMSTAT must be classified at a level high enough to keep from revealing important logistical and/or tactical information. It may be submitted electronically or by direct computer link. The corps determines the AMSTAT addressees, but at minimum it is sent to the corps and division G3s and G4s and division units with action. Information copies will be provided the CMMC.

Surveillance Operations

4-60. Surveillance operations ensure that munitions are safe for issue and use. These operations include the observation, inspection, and classification of munitions and components during storage and movement. Extensive inspections are not expected during combat but should be expected during SASO. They may be required, however, to conserve valuable or critical munitions assets and to ensure that serviceable munitions are issued to using units. The ATP-level inspector is mainly concerned with munitions suspension or restriction control, weapon malfunctions, and ABL inspections. Supporting DOD QASAS/qualified military inspectors will perform serviceability inspections of all ammunition transferred from one unit to another when the tactical situation permits. Such transfers will be the exception to normal operations but are warranted in such situations as unit rotations during SASO.

Munitions Suspensions

4-61. The ATP will issue only serviceable munitions to combat users. Some munitions may be determined to be unsuitable for combat use due to deterioration, age, storage conditions, or manufacturing defects. Such munitions may be classified as suspended or restricted and are unsafe to use or move for a variety of reasons. Use of suspended munitions can pose danger to the weapon crew. Restricted munitions are items safe to move, store, or use under the proper conditions. (For example, particular lots of faulty artillery shells that have been specially tested and approved as safe for use only in overhead fire operations.) TB 9-1300-385 contains the current worldwide list of suspended and restricted munitions.

4-62. When munitions are discovered to be dangerous, suspension or restriction notices are sent to all affected organizations as quickly as possible. The Class V supply section inspector monitors these notices.

4-63. The DAO requests disposition instructions from the CMMC for unsuitable munitions within the ATPs and coordinates with the CMMC to determine if the ATPs will be resupplied. The DAO directs the ATP NCOIC to mark and segregate (to the extent possible) the suspended/restricted munitions. The DAO then notifies all units that received suspension or restriction notices and coordinates through the battalion S3 to arrange for turn-in and reissue.

4-64. If the CMMC directs that the munitions be destroyed, they can be destroyed by ordnance personnel. The disposal site must meet disposal guidelines IAW DA Pam 385-64 and the MMR. If EOD personnel are required, the division G3 will coordinate with the supporting EOD unit for assistance.

Weapon/Munitions Malfunctions

4-65. Weapons and munitions do not always function as intended in combat. Occasionally malfunctions do occur. Combat units must notify the DAO of the malfunction as soon as possible. The DAO notifies the CMMC and the ordnance battalion/corps support battalion for inspection support. Besides DAO inspectors, investigation of munitions malfunctions may require the assistance of QASAS/qualified military inspectors for inspection and resolution. Based on this inspection, munitions may be suspended locally pending a more thorough investigation.

ABL Inspections

4-66. ABL must be periodically inspected to ensure proper and safe storage. During combat, some munitions storage standards may be relaxed. Both civilian and military munitions inspectors will inform commanders of the risks involved. Inspection requirements are discussed in SB 742-1. Command policies will contain provisions for the cyclic scheduling, supporting, and accomplishment of inspections of ammunition in the possession of units. This is an explosives safety force protection measure.

ATP OPERATIONS

4-67. The ATP section of the FSB supply company operates the brigade ATP in close coordination with the DAO, FSB, brigade, division staff, and supporting/supported organizations. Activities and responsibilities of the ATP section are described below.

Site Location and Selection

4-68. For the most part, the ATP section plans for and establishes the ATP, which must be properly sited in the support area (brigade/division) to support combat operations. The maneuver brigade S3 sites the BSA, and the division G3 determines the DSA location.

4-69. The DAO, ATP NCOIC, and brigade and division staffs will provide input to the ATP site selection. The DAO provides munitions-related technical information and suggestions on how best to lay out the ATP for support operations. Following site selection, the best layout for the ATP must be planned and executed.

4-70. As the division munitions expert, the DAO provides input on the proper positioning of ATPs on the battlefield. ATP section personnel do most of the planning and physical setup of the ATP. However, the DAO ensures that it is positioned to most effectively support combat users, given the munitions requirements of the supported force and the tactical factors of METT-TC. The DAO coordinates placement of the rear ATP with the division G3 and placement of forward ATPs with the supported brigade S3 and the support battalion. An ATP is normally part of the BSA. Depending on the tactical situation and METT-TC, it may also be located at a railhead, shipyard, port of debarkation, or at an ASP or CSA or adjacent to a road network.

Site Layout

4-71. No specific standard configuration exists for ATP layout. Layout will be based on the tactical situation and what is deemed to be the most functional way to provide support to using units. See DA Pam 385-64 for additional guidance. The MCL concept increases the capability of the ATP to support a specific type of unit with one-stop transloading rather than multiple stops to fill munitions requirements. However, it still may be necessary to maintain trailers with single DODIC loads to replenish other type units. The DAO and ATP section must analyze the support situation and determine how best to support users.

4-72. Some layout considerations are common to any configuration. One entrance/exit point, with consideration for an emergency exit, allows control of unit and corps vehicles and MHE. A good one-way roadnet should have room to allow unit vehicles and MHE to operate safely. A separate holding area should be available to hold incoming trailers temporarily that cannot be placed immediately.

4-73. The signature of the ATP should be reduced using terrain features such as vegetation, trees, slopes, and valleys for concealment. Special care must be taken not to disrupt the natural look of the area.

Receipt Of Munitions

4-74. The key function of the ATP is to receive munitions from CSAs/ASPs, on corps transportation assets, and transload them to user resupply vehicles. Current analysis estimates the receipt of shipments at every three to four hours, which realistically translates to continuous operations. Receipt is, therefore, the most important operation.

4-75. The DAO representative and the ATP section must be prepared to properly receive and place trailers, transload to users, and record and report the receipt. Munitions may also be received from other ATPs when the DAO directs redistribution in support of the division or as turn-ins of unused or unusable munitions. Within CSR constraints, the DAO must ensure the

availability of munitions stocks at ATPs to support user needs. During SASO, the ATP may be required to store limited amounts of munitions stocks.

4-76. **Receipt Planning.** The shipper will notify the ATP in advance of a scheduled shipment either by hard copy or electronic REPSHIP, or DD Form 1384. In combat, SAAS-DAO communication is the probable means of advance notification. The DAO also informs the receiving ATP representative of the ETA and types and quantities of munitions expected.

4-77. The planning process at an ATP is continuous. When an advance shipment notification is received, the ATP section must know where to place the trailers, consistent with different hazards and storage standards, to ensure safe operations.

4-78. **Receipt Documentation.** The ATP representative will verify shipment contents against the shipping documents (i.e., DD Form 1384 and DD Form 1911 for chemical munitions). The ATP section assists by helping with the count. The ATP representative must record any discrepancies and damaged munitions on the shipping documents and, time permitting, record the quantity of munitions by lot number for DAO records.

Vehicle Inspection

4-79. Munitions are especially sensitive to fire. Before entering the ATP, convoy tractors and trailers and using unit vehicles must be inspected for safety defects that could start or contribute to a vehicle or grass fire. Inspection criteria are stringent during peacetime operations. In combat or SASO and based on mission requirements, the criteria may be relaxed to speed munitions flow. However, this must be a documented command decision. The inspection criteria of DD Form 626 will be used as much as possible.

Trailer Placement

4-80. When placing trailers, the NCOIC has two considerations. The first is how to best support the units. If possible, place unit loads or MCLs in the same general area. If the munitions are issued by DODICs and not by MCLs, trailers of the same DODICs should be located together. The second consideration is the characteristics of the munitions. Munitions must be stored correctly to reduce hazards to the ATP. Consult DA Pam 385-64 for specific guidance. Chemical munitions will receive special attention because of added hazards and security needs.

Escort And Release

4-81. ATP section personnel should escort tractors to ensure that trailers are properly positioned and recorded on a planograph or locally prepared site log. After trailers are placed, the drivers pick up any trailers to be backhauled to the rear. Once the return convoy is established, the DAO representative provides a copy of all documents to the convoy commander and releases the convoy for the return to the CSA.

Munitions Returns

4-82. Using units return very few munitions since most will have been expended. However, munitions that are returned must be handled carefully. Users can return munitions that are suspended or restricted or because they are excess to basic load requirements. Combat units may also turn in CEA.

4-83. The DAO representative notifies the DAO of returns using the daily AMSTAT. If the munitions are unserviceable, the DAO requests disposition instructions from the CMMC. If the munitions are returned as serviceable excess, the DAO redistributes them to users.

4-84. Returned munitions can create problems. The most significant of these are the following:

- Arrival of unit returns with little or no warning. The ATP NCOIC should anticipate user returns and set aside areas of the ATP for returned munitions. Accepting returns should be regarded as part of a normal day's operations.
- The potentially hazardous condition of returned munitions. This problem is more dangerous since the munitions may pose serious safety hazards, depending on their characteristics and condition.

To help reduce storage hazards, ATP personnel will mark returned munitions and store them separately from serviceable munitions. As soon as mission permits, an ammunition inspector will assign an ammunition condition code and determine if any suspensions or restrictions are applicable. This practice prevents inadvertent issue to using units and the possibility of a safety hazard.

Unit Issues

4-85. Thorough preparation by all key players is essential to an efficient issue operation. The battalion S4 prepares the request for issue on a DA Form 581 and coordinates resupply schedules with the brigade S4, the support operations officers, and the DAO. The support operations office coordinates with the DISCOM S3 to schedule supported units. The FSB SPO, in conjunction with the DAO representative, will work with supported units to ensure that forecasted munitions are properly receipted.

4-86. When the S4 notifies the DAO of the requirement, the DAO decides how best to support it and determines if the required munitions are in the supporting ATP. The DAO also ensures that the requirement is within the CSR or that an increase has been granted. If the munitions are at the ATP, the using unit can go to the ATP and transload; if not, the DAO must determine how to support the unit. If required, the DAO arranges emergency resupply by coordinating with the unit, the division G3, and the CMMC.

4-87. Before entering the ATP, using unit vehicles must be inspected for safety defects that could be hazardous to the ATP or its personnel. Vehicle inspection procedures are covered in other chapters of this manual.

4-88. While the ATP section inspects the unit's resupply vehicles, the DAO representative authenticates the DA Form 581, verifies that the unit requirement is within CSR limits, and ensures that the ATP has the required

quantities. If the requirement exceeds the CSR or the munitions are not in the ATP, the DAO representative requests instructions from the DAO.

4-89. After transloading, the DAO representative verifies the issue and ensures that the correct types and quantities of munitions have been issued and loaded safely on unit vehicles. Once the unit is released, the DAO representative and ATP NCOIC update their munitions records. The updated records allow preparation of the AMSTAT and asset control within the ATP.

Operations Safety

4-90. ATP section personnel must operate the ATP safely and maintain its assigned equipment. The ATP NCOIC ensures that all operations are conducted as safely as possible. The most significant danger in an ATP is fire. MHE movement and transloading also present significant hazards. See Chapters 7 and 8 for operational and fire safety precautions and provisions applicable to munitions storage facilities and operations.

ATP Relocations

4-91. The purpose of the ATP is to provide dedicated munitions support to the user as far forward as possible. When the supported force maneuvers, the ATP moves accordingly. Routinely, the ATP should be prepared to move frequently, as METT-TC dictates. Detailed plans will be established to allow for quick, orderly movement under pressure. Evacuation priorities will be established beginning with the most important assets. Except for the emphasis on speed, the basic procedures for an emergency move are the same as for a routine move.

4-92. When planning for relocations, the following factors must be considered:

- First, the move must be thoroughly planned. Preparation and practice during peacetime (IAW a well developed SOP) increases the capability to move effectively and reduce confusion during wartime.
- Second, the ability to maintain communications is extremely important.
- Third, support to the brigade from the corps munitions structure and lines of communications between supported units and with the corps must be maintained. Disruption of munitions flow in support of the brigade should be minimized to the extent possible.

4-93. The ATP is moved in phases to maintain continuity of support to the combat users. A portion of the ATP may move to establish a new site, and the remainder may move later and establish full operations. The relocation can be divided into three phases: pre-movement, movement, and post-movement.

4-94. **Premovement.** Planning input and coordination by the DAO, G3, G4, and ATP section ensure that a coordinated, safe, and quick relocation is conducted. Relocation plans must be coordinated with all supported and supporting agencies. The DAO coordinates with the CMMC for the move. This includes arranging for corps transportation to move the munitions to the site and for the backhaul of empty trailers at the old site. Also, the DAO notifies the support operations office of the closure and arranges for users to draw as much as possible, which effectively reduces the amount of munitions

to be moved with corps assets. The DAO representative assists with reconnaissance of the new BSA site and provides munitions and trailer status to the DAO.

4-95. The ATP section conducts the actual move with coordinated divisional or corps transportation assets. It must consolidate munitions on as few trailers as possible, break down the area, and prepare the equipment and vehicles for movement.

4-96. The support operations office notifies the supported brigade of the intended move and provides information about closure of operations at the old ATP and the initiation of operations at the new site. The support battalion provides the necessary division assets and coordinates for corps assets to conduct the relocation. The S2/3 requests prime movers to move munitions and MHE. Also, the S2/3 prepares the overall FSB and MSB movement plans, including convoy operations.

4-97. **Movement.** During the movement phase, the BSA or DSA establishes the advanced element at the new site. The ATP NCOIC provides this element with MHE and personnel to support the brigade until normal resupply operations can be established. The support battalion organizes the convoy for movement to the new site. The CSA/ASP begins to ship to the new ATP site as soon as possible.

4-98. **Post-movement.** The DAO representative and the ATP NCOIC set up the new ATP site and prepare to conduct normal ATP operations. In doing so, they ensure that the old site is closed and all equipment, stocks, and personnel have been relocated to the new site. The old ATP site must remain open long enough to provide continuity for all users and resuppliers.

SUMMARY

4-99. This chapter has provided a general overview of the organizational structure and operational requirements of the DAO and the ATP. Also, it has established the functional link between the division and corps ammunition structure. Effective DAO and ATP operations are critical to the combat power and sustainability of the division and its brigades. Trained and prepared Ordnance soldiers are key to effectiveness.

BRIGADE COMBAT TEAM AMMUNITION OFFICE AND AMMUNITION TRANSFER POINT

The Interim Brigade Combat Team is scheduled to be operational in fourth quarter, fiscal year (FY) 2000. Its design gives the Army a rapidly deployable, highly mobile, survivable, and lethal force intended to fill the void between traditional heavy and light forces. Planners have incorporated the principles of velocity management, reach-back support, and regionally available commercial support to the maximum extent possible to reduce the brigade's combat support and logistics footprint. Organic noncombat equipment has been drastically reduced with the expectation that the brigade will operate in an extremely austere environment until the theater matures. The existing ammunition support structure has been adapted to provide efficient and effective support. Elements tailored to support the BCT include the ATP and the BAO, a brigade-level element similar in structure and function to the DAO. These adaptations may be changed or modified before activation of the initial brigade.

AMMUNITION TRANSFER POINT. The ATP section will be assigned to the supply support platoon of the headquarters and distribution company, which in turn is assigned to the brigade support battalion. The headquarters and distribution company provides the majority of organic transportation and supply support to the BCT.

The ATP section's ability and requirement to reconfigure ammunition loads is limited. Ammunition arriving at the ATP will be in mission or customer configured loads that have been configured outside the theater (i.e., usually at a depot, an ISB, or remote ASA).

The BCT ATP will conduct limited storage operations. Unlike the traditional ATP activity, which is considered an event and not a storage facility, the ATP will support the BCT in SASO or small-scale contingency operations with little or no ammunition consumption.

BRIGADE AMMUNITION OFFICE. The BAO consists of an ammunition warrant officer and a senior NCO assigned to support operations of the base support battalion. The BAO's primary duties and responsibilities are comparable to those of the DAO discussed earlier. However, the BAO will coordinate mainly with the next lower echelon of staff offices (i.e., the brigade S3/4 instead of the division G3/4).

The BAO warrant officer may be the senior or most experienced ammunition logistician in theater, while the DAO staff will most likely have an MMC team and/or ASA comprised of Ordnance personnel supporting the division-level deployment.

The BAO will operate SAAS-ASP in lieu of SAAS-DAO. Also, the BAO may be required to establish direct communications with and report to the supporting MMC. This may occur in situations where no other levels of SAAS are deployed to the theater.